

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address TRANSIT OPERATIONS DEPARTMENT Bus and Rail Maintenance Divisions 2775 East Ponce de Leon Ave. Decatur, GA 30309		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAY 23 1980 80-289 JUN 18 1980	
		1. Application	2. Dept. Application No.
4. Person to Contact Kathy Elkins		5. Working Title Information Systems Clerk	
		6. Telephone Number 373-3267	
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1978 Present		9. Records Series Title (followed by title used in office, if different) Maintenance Time Cards and Exception Reports for the Transit Management Information System (TMIS)	
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? In the most economical and efficient manner, the Division of Bus Maintenance obtains maximum performance from rolling stock; utilizes maintenance facilities and shop equipment; promotes safety; assists in the procurement of new equipment and contracts for services; and assists with inventory control. The Division of Rail Maintenance is charged with the responsibility of providing a safe, clean, and mechanically and electrically reliable rail transit system for the purpose of transporting people to and from their destinations in a professional, efficient, and economic manner.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Collection and maintenance of documents relating to federal Section 15 Reporting and Cost Allocation to Capital Project requirements. Included are: 1. Transit Management Information System (TMIS) Daily Time Card (example attached) 2. Transit Management Information System (TMIS) Exception Time Forms (example attached) File is arranged: By fiscal year, then by month, and thereunder by date.			
12. Monthly Reference Rate How often are records referred to which are: One to six months old <u>12</u> ; Seven to twelve months old <u>6</u> ; Thirteen to twenty-four months old <u>3</u> ; twenty-five months and older <u>once</u> ;			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers <u>10</u> ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Not at present; possibly in the future. Also, information may possibly be audited.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>7</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area; hold 7 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved <i>Patti A. Delaney</i> Date <u>5/1/80</u>	Approved <i>Wayne P. Croudy</i> Date <u>5/12/80</u>
Approved <i>J. H. Huggins</i> Date <u>5-2-80</u>	Approved <i>L. B. Barth</i> Date <u>5/15/80</u>
Approved <i>J. J. Callman</i> Date <u>5/7/80</u>	Approved <i>Carroll Hart</i> Date <u>6-18-80</u>
Approved <i>Beynath H. Franklin</i> Date <u>5/9/80</u>	Approved MARTA Management Advisory Committee Date